

**ROUND HILL PLANNING COMMISSION
REGULAR MEETING MINUTES
September 1, 2009**

The regular meeting of the Round Hill Planning Commission was held on Tuesday, September 1, 2009 in the Town Office, 23 Main Street, Round Hill, VA.

Present

Craig Fredericks, Chairman
Sarah Etro, Vice-Chair
Mike Hummel
Kathleen Luckard
Betty Wolford

Staff Present

Robert Kinsley, Town Planner/Zoning Administrator

Others Present

Beckham Dickerson, Dickerson & Assoc.

Attachments

- A. Agenda, September 1, 2009
- B. Minutes of July 7, 2009 Regular Meeting
- C. Land Use Committee Meeting Notes, July 8, 2009 and August 12, 2009
- D. Town Planner/Zoning Administrator's Report , August 27, 2009
- E. West End Neighborhood Concept Plan
- F. Proposed Text Changes B-1 "Business – Town Business" District of the Zoning Ordinance

IN RE: CALL TO ORDER

Chairman Fredericks called the meeting to order at 7:34 p.m., noting the meeting had a full quorum with all members of the Commission present.

IN RE: PLEDGE OF ALLEGIANCE

Commissioner Luckard led those present in the Pledge of Allegiance to the American Flag.

IN RE: PUBLIC COMMENTS

No comments were received.

IN RE: APPROVAL OF AGENDA

Chairman Craig Fredericks motioned approval of the agenda as presented with one change – allow discussion of #9-a "West End Neighborhood Concept Plan" under Old Business to be placed after item #4, Approval of the Agenda. Commissioner Kathleen Luckard seconded the motion.

Motion to approve the agenda with one change was approved unanimously by voice vote of the commissioners, 5-0-0.

IN RE: OLD BUSINESS

a. West End Neighborhood Concept Plan

Commissioner Hummel recused himself from this discussion as he is one of the landowners of the properties being discussed.

Chairman Fredericks noted that a concept plan for the Thomas and Round Hill West properties had been presented at the Commission's July meeting with discussions on how and if the Commission wanted to move forward on this proposal. Beck Dickerson, architect and planner, had submitted to the Commission for review, a draft plat for this neighborhood addition as well as an outline of the objectives of this project. Mr. Fredericks stated that if the Commission is open to moving forward, issues pertaining to the Comprehensive Plan, boundary line adjustment, density and private roads will need to be addressed.

Commissioners discussed the following:

- establishment of a Homeowners Association within the Town – pros and cons;
- proposed Sheriff's Substation to be located adjacent to this development;
- road size – pros and cons
- proposed open space, environmentally friendly neighborhood;
- proposal to try to keep historic character of town – different lot sizes, setbacks;
- cluster development
- need to be sensitive to the location/placement of lots adjacent to Locust Street properties;
- possible locations for a street network, High Street connection;
- if project moves forward, need for a BLA, changes to the Comprehensive Plan as well as amendments to the Zoning Ordinance;
- need for public input/participation before getting too far along;
- ways to “advertise” a public input session.

Chairman Fredericks noted that it appeared the Commissioners were willing to move forward from a general planning viewpoint. He noted that a Charrette had been suggested to obtain ideas, public input. Mr. Dickerson will submit an outline/plan for how this type of process can be completed (from start to finish) prior to the Commission's October meeting.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

Commissioner Hummel reminded members of the Town Council and Planning Commission Public Hearing on Thursday, September 3rd, at 7:00 p.m. Chairman Fredericks reported that he would be absent as the Elementary School was conducting an Open House for parents and students.

Vice-Chair Etro noted that she had addressed issues pertaining to proposed changes to the PD-CC District at the town's Land Use Committee Meeting as a **citizen**, not a representative of the Planning Commission.

IN RE: APPROVAL OF JULY 7, 2009 MINUTES

Chairman Craig Fredericks motioned adoption of the minutes of the July 7, 2009 regular meeting as presented with Commissioner Kathleen Luckard seconding.

Commissioner Hummel noted the need to change "Hummel" to Round Hill West on page 2 and page 3, noting that he thought he had requested this change when editing the draft.

Chairman Fredericks stated that on page 5, he had requested Mr. Kinsley, not the Planning Commission, to come up with a work plan that would direct the Commissioners through the process. Vice Chair Etro noted that the county had just completed an outline for the Zoning Ordinance; she will submit it to Mr. Kinsley for review.

**Chairman Fredericks and Commissioner Luckard agreed to these changes.
Motion to approve said minutes as amended passed by unanimous voice vote of the Commissioners, 5-0-0.**

IN RE: LAND USE COMMITTEE REPORT

The Committee's notes for their July and August meetings had been included in the Planning Commission's packet.

Commissioner Hummel stated that the Committee has finalized the proposed text amendments for the PD-CC District regulations. Upon completion of the changes/updates, the final version will be presented to the Town Council with a recommendation to schedule a Town Council Public Hearing.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

The Commission had received Mr. Kinsley's August 27th written report in their Packets.

Mr. Kinsley noted a change in the item under "County Coordination" labeled West Lake Subdivision. The town's Utility Staff, the Town Administrator and he did a site review of the northern end of the West Lake project to see if any water/sewer infrastructure were present. There is a small amount of utility in the roadway. The developer was contacted for information on the status, timeframe for such improvements.

Discussion followed on format of Mr. Kinsley's report – being able to distinguish between new information and old.

Chairman Fredericks asked the status of the Round Hill United Methodist Church's expansion. Mr. Kinsley responded that there was nothing new, nothing received. Mr. Kinsley is keeping a good record on this SPEX process.

IN RE: OLD BUSINESS

b. B-1 Business – Town Business District – Review of B-1 District Regulations.

Mr. Kinsley noted that the changes proposed at the last meeting were shown in purple ink.

Commissioner Hummel suggested including a section on lighting in this Article as was done in the PD-CC District regulations. The draft of the lighting section shown in the PD-CC regulations will be submitted to Commission members for review and discussion at their October meeting.

The following issues were discussed:

- Listing of uses becoming more concise, possible correspondence to the allowable business listing in the Town Code;
- Building height for accessory buildings in the B-1 and in the R-2 (members felt the restriction should be the same in both districts; Commissioner Hummel will check what this regulation is for other jurisdictions); some members were agreeable to a 15 ft. maximum building height for accessory structures with allowance of up to 25 ft. with a special exception.

IN RE: NEW BUSINESS

Commissioner Luckard submitted the “Contents” pages from a “Town Planning” Book she and Chairman Fredericks had received from the state class.

Discussion followed on information (census) and requirements for updating the Round Hill’s Comprehensive Plan.

IN RE: OTHER BUSINESS

Mr. Kinsley asked the Commission if they wished to schedule a special meeting to take action for recommendation to the Council on the issues that will be presented at the Joint Public Hearing on September 3rd. After discussion, it was agreed to conduct a Special Meeting on September 8, 2009 at 7:30 p.m. to consider recommendations on the four zoning amendments to be heard at the Joint Public Hearing.

IN RE: DRAFT AGENDA FOR NEXT MEETING

Items to be placed on the Commissions’ September Meeting agenda include:

- 1) West End Neighborhood Concept Plan
- 2) B-1 Business, Town Business District
- 3) Comprehensive Plan

IN RE: ADJOURNMENT

No further business appearing, Chairman Craig Fredericks adjourned the meeting at 10:05 p.m.

Craig Fredericks, Chairman

Elizabeth Wolford, Secretary